



VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD

JOB OPPORTUNITY

STAFF SERVICES MANAGEMENT AUDITOR (SSMA) AUDITS AND INVESTIGATIONS BRANCH Permanent/Full-Time \$2902.00 - \$4363.00

POSITION SUMMARY

Under the direction of the Senior Management Auditor, the SSMA performs reviews of alleged fraudulent, illegal and improper acts against the Victim Compensation Program, the Government Claims Program, and other Board programs. The SSMA also performs reviews of alleged improper activities of the Board's staff, Joint Powers staff, and Criminal Restitution staff.

KNOWLEDGE OF:

- Principles and practices of organizational management, accounting, and auditing
- Principles and practices of investigations of illegal or improper activity

ABILITY TO:

- Analyze data, draw sound conclusions and consider alternatives
- Prepare clear, concise and accurate reports
- Communicate effectively, both orally and in writing
- Learn and apply general and specialized techniques used in conducting investigations

DESIRABLE QUALIFICATIONS:

- Experience with computer applications and programs, such as Microsoft Word and Excel
- Knowledge of VOC program operations
- Knowledge of investigative techniques including interviewing and document review
- Knowledge of accounting and auditing procedures is desirable
- Willingness to travel up to 20% of time

ESSENTIAL FUNCTIONS:

- Perform investigations of alleged illegal or improper activity against the Board's interests. Investigates alleged improper activity on the part of the Board's employees and employees working on Board activities through the Joint Powers Agreements and the Criminal Restitution Compact Agreements. Conduct the tests and other analytical procedures necessary to achieve established objectives; draft preliminary reports of the investigation results and any recommendations for improvement; and report the results of the investigation in writing to the Chief of Audits. Incumbent may participate in conferences with Executive Management to discuss final disposition of the investigation.
- Conducts audits of the general and application controls, physical and data integrity controls, and other safeguards of the Board's information systems. This includes conducting the tests and other analytical procedures developed by the Staff Management Auditor necessary to achieve established audit objectives; draft preliminary reports of the audit results and any recommendations for improvement.

WHO MAY APPLY:

Current SSMA's or individuals eligible for appointment to this classification may apply (transfer, list eligibility or reinstatement). In addition to their application, candidates must submit a current resume and cover letter explaining their eligibility and their interest in this position. Applications will be screened and only the most qualified will be interviewed.

SUBMIT APPLICATION TO:

Victim Compensation and Government Claims Board
Attn: Robin Jones/Human Resources Section
P.O. Box 48
Sacramento, CA 95812-0048
(916) 324-3252
rjones1@vcgcb.ca.gov

FINAL FILING DATE:
June 28, 2006
Or Until Filled

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. ****POSITION SUBJECT TO SROA AND RE-EMPLOYMENT LIST POLICIES AND PROCEDURES.****

Training and development may be considered for most positions.

California Relay Service: Voice line: 1-800-735-2922
TDD User: 1-800-735-2929

Position Number: 040-300-5841-801